

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

11-444A

**OPEN PERIOD:**

30 Nov 2011 – 21 Dec 2011

**JOB TITLE:**Medical Administrative  
Officer**PAY GRADE AND SERIES:**

GS-0301-12

**PAY RANGE:**

\$81,460 - \$105,897

**POSITION LOCATION:**

Moffett FAF, CA.

**UNIT:**129<sup>th</sup> RQW**PDCN #: D1718000****Security Clearance Required:**

Secret

**APPOINTMENT TYPE: PERMANENT - DUAL STATUS****AREA OF CONSIDERATION:** ALL SOURCES

Military grade of O-1 through O-5 or Officer Candidate/Eligible.

**Compatible Military Grade Assignment:** AFSC 41A1, 41A3.**Key Requirements:**

- Officer Candidate/Eligible (ANG Only): Selectee must complete Air Force Officer Qualification Test (AFOQT) and Academy of Military Science (AMS) prior to selection.
- Prior to effective date of personnel action, selectee must occupy a compatible military position within a compatible unit in Officer grade or have a compatibility waiver approved by National Guard Bureau.

**THIS IS A PERMANENT POSITION**

This position is located in the Medical Group at an Air National Guard Wing. The primary purpose of the position is to serve as the Senior Medical Officer for the entire installation, including tenant unit(s) and Geographically Separated Units (GSU) with responsibility for directing and managing all medical administrative functions including medical support, medical operations, force health management, force health protection, healthcare management, and related health applications. Serves as a fulltime partner with the Wing Commander, Squadron Commanders, Senior Management Staff, tenant unit(s) and GSU Commander(s) in planning, implementing, and executing medical programs directly associated with the objectives of the Wing(s), State Headquarters, and Air National Guard / Surgeon General (ANG/SG). The incumbent may function as the Medical Group Commander.

**Recruitment/Relocation Incentive.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

**Position Requires Travel:** Infrequent/Rare.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience, education, or training which provided a general knowledge of the principles of organization, management, and administration.

**Medical Administrative Officer GS-0301-12:** Must have 36 months of specialized operating, program, or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or functions; experience in developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations; experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures; experience preparing written communications and oral presentations and/or briefings or requiring the candidate to communicate orally at the level of the position to be filled.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of the principles and standard practices of management.
2. Knowledgeable of the techniques or organization, direction, coordination and control.
3. Ability to formulate and execute long range plans and programs.
4. Skill in oral and written communications.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Completion of courses such as the Officer Advanced Course, Squadron Officer School, Command and Staff College, Air and Army War College, national Security Management Course and others of comparable level will be credited at the rate of 1 month of education for two months of specialized experience.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

**HOW TO APPLY:**

1. Submit a current résumé\*.
2. Submit any required documents (see Required Documents below).
3. Submit resume and supporting documents and title file "Résumé" with your first and last name to the California National Guard – HRO Office via email at: [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents please be aware, that large files or documents may be rejected by the email server and will not be viewable for rating of qualifications by this office. Please do not include photographs, training certificates, performance ratings (Civilian or Military), awards or Letters of Appreciation (only upon request).

**CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS**

**\*\*FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK\*\***

**REQUIRED DOCUMENTS (Application Packet):**

- Current résumé\* (**mandatory**)
- **Air Force:** Copy of Records Review Report on Individual Person (RIP) within last 30 days;  
**\*\*For applicants submitting a RIP - Please only include the pages that specify your current Rank/AFSC\*\***
- **Army:** Copy of Personnel Qualification Record within last 30 days
- Transcripts, if applicable

**OPTIONAL DOCUMENT (Application Packet):**

- SF 181, Ethnicity and Race Identification Form

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.**

**\*CREDITING EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.**

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

**[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .**

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**